

# CLASSIFIED PERSONNEL APPLICATION

## COCONINO COUNTY SUPERINTENDENT OF SCHOOLS Coconino County Regional Accommodation School District #99

110 East Cherry Avenue • Flagstaff, Arizona 86001 • phone (928) 779-6591 • fax (928) 779-6571

### PERSONAL DATA

**POSITION DESIRED** (circle one)

Secretarial/clerical

Custodial/maintenance

Teaching assistant

Food service

Security

Other \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City / State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Primary Message

Social Security: \_\_\_\_\_ Date Available: \_\_\_\_\_

Other name(s) used: \_\_\_\_\_

Have you ever been employed by the Coconino County Superintendent of Schools? ☐ Yes ☐ No

If yes, when and in what capacity? \_\_\_\_\_

Have you ever been dismissed from a position or asked to resign? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

### APPLICANT CHECKLIST

- ☐ Application
- ☐ Selective Service registration number
- ☐ Proof of immunization from measles/rubella unless  
Exempt because of age, medical, or religious reasons

### EQUAL OPPORTUNITY EMPLOYER

The Coconino County Superintendent of School affirms that it does not discriminate on the basis of race, color, national origin, sex, age or disability in access or admissions to, success or treatment in, any of its educational programs activities, or employment opportunities.

## 2 PROFESSIONAL EXPERIENCE

List most recent experience first. "SEE RESUME" is not a sufficient response.

☐ Position: \_\_\_\_\_ ☐ FT ☐ PT  
Dates: \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City/State Zip  
Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Grades / Subjects: \_\_\_\_\_  
Nature of Work: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

☐ Position: \_\_\_\_\_ ☐ FT ☐ PT  
Dates: \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City/State Zip  
Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Grades / Subjects: \_\_\_\_\_  
Nature of Work: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

☐ Position: \_\_\_\_\_ ☐ FT ☐ PT  
Dates: \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City/State Zip  
Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Grades / Subjects: \_\_\_\_\_  
Nature of Work: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Please use additional sheets if you need more space

## REFERENCES

Please give names and addresses of three references who are familiar with your personality, character, and work performance.

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Street City / State Zip

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Street City / State Zip

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Street City / State Zip

## EDUCATION

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Please list all schools attended, beginning with high school and continuing through graduate/professional degrees.

"SEE RESUME" is not a sufficient response

School: \_\_\_\_\_ Dates Attended \_\_\_\_\_ to \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Degree: ☐ Completed ☐ Expected When \_\_\_\_\_

Address: \_\_\_\_\_  
Street City / State Zip

School: \_\_\_\_\_ Dates Attended \_\_\_\_\_ to \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Degree: ☐ Completed ☐ Expected When \_\_\_\_\_

Address: \_\_\_\_\_  
Street City / State Zip

School: \_\_\_\_\_ Dates Attended \_\_\_\_\_ to \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Degree: ☐ Completed ☐ Expected When \_\_\_\_\_

Address: \_\_\_\_\_  
Street City / State Zip

Undergraduate GPA \_\_\_\_\_ Graduate GPA \_\_\_\_\_ Hours beyond most recent degree \_\_\_\_\_

Describe additional training not listed above: \_\_\_\_\_

Are there other experiences, skills, and abilities that would especially qualify you for the position(s) indicated? \_\_\_\_\_

What languages do you speak other than English? \_\_\_\_\_

List computer programs you can use \_\_\_\_\_

## ACTIVITIES & HONORS

Professional organizations to which you belong: \_\_\_\_\_

Leadership positions held: \_\_\_\_\_

Honors received: \_\_\_\_\_

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## BACKGROUND CHECK

Due to the tremendous responsibility Esperanza Accommodation SD #99 has to its school children and community, the following information is needed from all applicants and employees regarding convictions.\* A conviction on record does not prohibit employment; however, failure to complete this form accurately may mean disqualification from consideration for employment or may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Personnel Director. Please read carefully and answer every question.

1. Have you ever been convicted of a minor offense other than a traffic violation, or admitted to one in open court pursuant to a plea agreement? ☐ Yes ☐ No
2. Have you ever been convicted of a felony, or admitted to one in open court pursuant to a plea agreement? ☐ Yes ☐ No
3. Have you ever been convicted of a sex or drug-related offense, or admitted to one in open court pursuant to a plea agreement? ☐ Yes ☐ No

## **Notarized ARS 15-512 Certification Form**

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Name \_\_\_\_\_ Position \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, do hereby certify that I have never been  
(Signature)

Convicted of or admitted committing, am not now awaiting trial for committing any of the following criminal offenses in the State of Arizona or similar offenses in any other jurisdiction:

- Sexual abuse of a minor
- Incest
- First or second degree murder
- Kidnapping
- Arson
- Sexual assault
- Sexual exploitation of a minor
- Felony offenses involving contributing to the delinquency of a minor
- Commercial sexual exploitation of a minor
- Felony offenses involving sale, distribution or transportation of offer to sell, transport or distribute marijuana or dangerous or narcotic drugs
- Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.
- Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs
- Burglary in the first degree
- Burglary in the second or third degree
- Aggravated or armed robbery
- Robbery
- A dangerous crime against children as defined in § 13-604.01
- Child abuse
- Sexual conduct with a minor
- Molestation of a child
- Manslaughter
- Aggravated assault
- Assault
- Exploitation of minors involving drug offenses

Subscribed, sworn to, and acknowledged before me by \_\_\_\_\_

On the day of \_\_\_\_\_, \_\_\_\_\_

In \_\_\_\_\_ County, State of \_\_\_\_\_.

(Seal)

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Notary Public